

DDA 76-1558

26 March 1976

PRIVACY ACT GUIDANCE MEMORANDUM NO. 2

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT: Component Responses to Privacy Act Requests

As the focal point in the Agency for Freedom of Information Act (FOIA) and Privacy Act requests, the Information and Privacy Staff (IPS) is responsible for consolidating component responses into an Agency reply to the individual requester. The volume of these requests, coupled with the number of components involved, give rise to an effort to systematize certain aspects of component responses. The purpose of this memorandum is to establish format guidelines for components to use in compiling materials in response to Privacy Act requests. All components are encouraged to adopt or continue following the procedures as outlined below.

a. Arrangement of Documents

(1) Sort documents into the following categories:

- (a) Documents that are releasable.
- (b) Documents that are releasable in a segregated form.
- (c) Documents exempt from release.
- (d) Documents for referral to other CIA components or Federal agencies.

(2) Each document should be numbered, e.g., if 10 documents are surfaced in the search, the documents should be consecutively numbered 1 through 10 even though documents may fall into several categories as defined above.

b. Description of Exempt Documents

Documents that are exempt in part or total from individual access should be summarized as follows:

Document No.	Document Description	Privacy Act Exemption
1	Memo, dtd 17 Mar 68, regarding John Jones.	(j) (1) (sources and methods)
2	[REDACTED]	Protect privacy of other individuals.
3	Report on various political activities in a foreign country.	Exempted portions are not relevant to requester.
4	Cable dtd 19 Aug 63.	(j) (1), (k) (1) (foreign source)
5	Investigative report dtd 2 Feb 62.	(k) (5)

c. Background Information

Any additional information that components can provide that would be useful in explaining to the requester why the Agency maintains a record on the individual should be included in the response. For example, we may want to explain to a requester that we conducted a background investigation because the Agency was considering contacting the requester as a potential intelligence source. Written background information that should not be released to the requester should be appropriately marked for internal use only.

d. Identification of the Denying Official

Unlike the FOIA, the Privacy Act does not require that the denying official be identified by name. Thus, responses that contain denials need only identify the denying official by position title of the Systems Manager, e.g., the denying official for Financial Records, CIA Record System 50, is the Director of Finance (see attachment to HN [REDACTED] dated 26 September 1975).

*for*

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